

SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO COMPLETE COURT PAPERS TO MODIFY PARENTING TIME ("VISITATION") AND CHILD SUPPORT

STEP 1: Complete the forms in this packet before you go to your court hearing.

- Have in front of you a copy of the current **"Parenting Plan"** (if you have one), **"Child Custody/Parenting Time Order,"** the **"Child Support Order,"** and any **"Order of Assignment."** You will need to look at these documents to complete the paperwork and to answer the Judge's questions at the hearing.

STEP 2: Complete the Order Modifying Parenting Time and Support.

- If your court order was originally from another county, make sure you use the new case number the Maricopa County Clerk of the Court assigned you.
- Leave the rest of the Order blank for the Judge to fill in.

STEP 3: Complete the other necessary documents to change parenting time and child support.

- **Parenting Plan.** Use the **"Parent-Child Access Guidelines"** in Instruction Packet Number 3 to help you complete this form. You may also find **"Model Parenting Plans for Parent-Child Access"** very helpful. The **"Plan"** is available for purchase from the Self-Service Centers or for free online from the state Supreme Court's web site at: <http://www.supreme.state.az.us/nav2/childfam.htm> (Scroll down the page and select **"Model Parenting Time Plans for Parent/Child Access"**).

Hints to help you complete the **"Parenting Plan."**

1. State your parenting time arrangements as clearly as possible. For example, **"Alternating weekends from after work on Friday, at 6:00 p.m. until Sunday at 6:00 p.m."**
 2. Avoid vague or unclear statements such as "will share, will divide, or will decide later." These statements may result in future disputes related to different interpretations. Although flexibility and mutual agreement is encouraged, the document must be specific to be legally enforceable.
- **"Order of Assignment."** - Required if this modification results in a change of **who** is required to pay **or** in **how much** child support is to be paid. Fill in the names of the parties, case number, and ATLAS number (if any). Leave the rest blank for Court personnel to fill out.
 - **"Order Stopping Order of Assignment."** - Required if this modification results in the person who is currently ordered to pay **no longer** having to pay. See the instructions in this packet to help you fill out this Order.
 - **"Current Employer Information Sheet."** - Required if this modification results in:
 1. the person currently ordered to pay **no longer having to pay, AND**
 2. another person **now** having to pay **who did not under the previous Order.**
 - **If BOTH situations result from this modification, copy this form before filling it out!**
You will need one for:
 1. the party who gets to stop making payments,
 2. the party who must begin making payments.(and a separate one for)